

The Leon County Justice Information System and Justice Data Warehouse "JIS/JDW"

Procedures Document

LEON COUNTY JIS/JDW PROJECT

July, 2005

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Data Warehouse "JIS/JDW"

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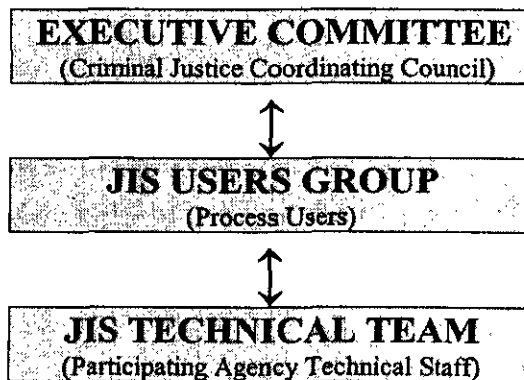
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LEON COUNTY JUSTICE INFORMATION SYSTEM

Organizational Structure

Participating agencies agree to abide by an organizational structure that provides a process for program activities to be reviewed, issues highlighted and resolved, and agencies to have equal representation in the development and maintenance of justice information through a Justice Data Warehouse solution. That organizational structure is:



Criminal Justice Coordinating Council

As an executive committee whose voting members are elected officials related to the justice community, it is recommended that the current Criminal Criminal Justice Coordinating Council (CJCC or Council) fill the role as the executive committee of the governance body for Leon County's Justice Information System/Justice Data Warehouse (JIS/JDW). As the representatives of the voters of Leon County and leaders of the various agencies in the justice community, the Council is in a unique position to provide guidance and vision for the JIS/JDW.

As the executive committee of the JIS/JDW governance body, its role is to providing direction and oversight to the JIS Strategic Plan, address any JIS project problems/issues concerning development, major shifts in project priorities or direction, new access decisions, agreement violations, and to provide funding oversight. Recommendations to establishing or modifying policies, determining or prioritizing financial or system resources will be determined and presented to the Leon County Board of Commissioners.

The intervals of scheduled meetings shall be set by the Council.

The Council may create, as necessary, subcommittees to pursue special projects or resolve complex issues. These subcommittees should require mandatory participation and should represent all interested or impacted agencies.

The Council can draw on the JIS/JDW Technical Committee at any time, but primarily will maintain a direct link with the JIS Users Group.

JIS Users Group

A JIS User Group shall be established to ensure that day-to-day requirements are met. Each agency will provide a member to serve on the JIS Users Group. This group will focus on day to day workings of the various systems supporting justice information. It will normally be the first level of review for any proposed changes to the Leon County JIS. The goal of the group is to make every effort to provide the customers of the JIS with the best service possible.

The Group shall:

1. Meet monthly to discuss project development, problems encountered, system status;
2. Carry out priorities as set by the JIS Executive Committee;
3. Elect a chairperson for meeting coordination and oversight of the JIS Users Group. The chairperson will coordinate meetings with the JIS Coordinator.
4. Members may provide input for modification and improvements to the JIS with appropriate documentation, records, and/or samples.
5. The Group, through consensus and consultation with the JIS Technical Team, will forward issues and recommendations to the Steering Committee.
6. Provide a status report to the Steering Committee on activities.

JIS Technical Team

This team is comprised of technical members from the Clerk of the Courts' office, Leon County MIS and the Leon County Sheriff's Office, and any other participating agency as desired. Its purpose is to conduct systems analysis, develop and deploy solutions, and review the operations and maintenance of the JIS.

The team will be lead by the MIS IT Coordinator - JIS. The team leader's responsibilities are to present key issues requiring input and decisions to committee chairs and the CJCC and to manage the Interlocal Agreement.

SYSTEMS POLICY

System Participation and Usage

- Have appropriate representation at the various levels of the organizational structure. Representation is expected to be participatory in nature.
- Acknowledge that the activities and provision of services hereunder are subject to the budgetary, purchasing procedures, and available resources of each agency;
- Remain responsible for the acts and omissions of their employees and the appropriate use of data;
- Acknowledge that system design, development, and usage must adhere to standards and policies established by the Criminal Justice Coordinating Council, acting as the Executive Committee for the JIS/JDW, and where appropriate, legal and accreditation standards.
- Provide justice data to the JIS/JDW system and ensure the security of JIS/JDW in accordance with procedures established by the JIS Users Group.
- Agree that information developed through analysis of JIS/JDW data is for the benefit of member agencies. Requests for data involving analysis will be referred to the agencies to which the data belongs.
- Agree that agency specific needs would be funded by the agency.
- Member agencies shall strive to have justice data accessible on the host computer in the agreed upon manner.
- Member agencies shall supply the minimum data fields necessary for proper system operation and analysis capabilities (design phase).
- Each agency agrees to match their agency specific data to appropriate categories for cross jurisdictional analysis within the Justice data warehouse. These categories can be modified by the JIS Executive Committee or by the JIS Users Group when deemed necessary.
- Members shall notify Leon County MIS of any problems or errors encountered during data usage and system operation.
- Members shall not modify or attempt to modify any other member's data contained within the system unless assistance is requested by the agency and approval is granted by the CJCC or designated body.
- Data input shall be automated to the best of each agency's ability.
- Member agencies shall be ultimately responsible for the accuracy and completeness of their data. Assistance may be provided by MIS.

System Security

- System security shall adhere to any necessary rules and regulations to ensure compliance with effected accreditation and legal obligations within participating agencies.
- Only authorized project participants will be granted access to the system data. A current participant list will be maintained in an accessible manner. Users will be provided unique login access to the system:
- System demonstrations and training will be given with great care to ensure the security and integrity of the system data.
- The system will maintain individual user password protection and shall reside within the Leon County MIS network.

System Maintenance

- Each participating agency will ensure the proper updating of their respective data and shall take steps to ensure the quality of their data.
- System performance may be reviewed by the JIS Executive Committee and/or the JIS Users Group in order to evaluate system usage and system needs.
- Data entry standards are to be addressed and developed on an agency by agency basis due to the difference in system configuration and needs of individual agencies.
- A sample of system data may be reviewed by a subcommittee chosen and appointed by the Criminal Justice Coordinating Council in order to ensure data quality and accuracy. A system audit may be performed to develop a report on system usage, data validity, and to further evaluate and identify any changes which may be required within the JIS/JDW system.
- The maintenance of the JIS/JDW hardware, operating system, and application software will be conducted by the Leon County MIS.

DEFINITIONS

ENTERPRISE SYSTEM - Shared system across an organization in which all of the participants benefit from the efforts of other participants with the purpose of eliminating costly redundancy of systems and efforts.

"JIS" JUSTICE INFORMATION SYSTEM - Enterprise data initiative designed to integrate justice community data across jurisdictional boundaries, establish justice data history and analysis capabilities, and develop secure and efficient infrastructure for data delivery. This application will be shared by agencies within Leon County and the 2nd Judicial Circuit.

"JDW" JUSTICE DATA WAREHOUSE - A common data storage location utilizing a common enterprise software/middleware which facilitates a smooth, seamless sharing of data for the JIS and relational database application.

JIS USERS GROUP - Organizational body charged by the Criminal Justice Coordinating Council to be responsible for the oversight of day-to-day activities required to accomplish the JIS/JDW Project goals.

CRIMINAL JUSTICE COORDINATING COUNCIL - The project governance body acting as an executive body tasked with project review and key decision making responsibility on issues of great impact to the JIS/JDW project.

JIS STRATEGIC PLAN - Plan developed by JIS Steering Committee and approved by the JIS Executive Committee to direct the information management solutions for the Justice Data Warehouse.

JIS TECHNICAL TEAM - A group of technical professionals within MIS and other participating agencies (as desired) responsible for systems analysis, development, deployment, maintenance and operations of the JIS.

JIS COORDINATOR/LIAISON - This position shall act as a liaison between the Criminal Justice Coordinating Council, the JIS Users Group and the JIS Technical Team.

PARTICIPATING AGENCY - Any agency which executes the Interlocal Agreement for the Leon County Justice Information System.

SYSTEM ACCESS - The process of being granted rights of usage to the JDW. A user must complete an access form designed for JDW and have an individual user account established in order to gain access, evidenced by the execution of a Participation Agreement.

SYSTEM MAINTENANCE - Process to ensure the continued use and validity of the Leon County JDW to include data validity, hardware, and software.

SYSTEM SECURITY - Process designed to provide secure access for authorized users.